

Career Opportunity
Department of Labor and Industrial Relations
State of Hawaii Executive Branch

VACANCY ANNOUNCEMENT

ELEVATOR INSPECTOR II (I)

SR-21 (SR-19) - Oahu

Salary: See Recruitment Information

Opening Date: March 30, 2012

Closing Date: September 24, 2012

(revised 09.21.12)

RECRUITMENT INFORMATION

Recruitment number: 12EI-03, Positions located in Honolulu

Level II (SR-21) \$3,557 monthly + Shortage Differential

Level I (SR-19) \$3,290 monthly + Shortage Differential

DUTIES SUMMARY

Responsible for performing inspections and investigations of accidents involving elevators and kindred equipment used in hoisting, lowering and transporting people and materials, to ensure compliance with pertinent safety codes, laws, rules and standards. Types of equipment inspected include elevator, escalators, dumbwaiters, moving walks, hoists, lifts and amusement rides. In order to conduct safety inspections of the equipment described, a person must be a qualified elevator inspector, in accordance with requirements defined in State law and departmental rules.

MINIMUM QUALIFICATION REQUIREMENTS

Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

To qualify, you must meet all of the following requirements:

Prerequisite Knowledge and Abilities:

ELEVATOR INSPECTOR I

Knowledge of: English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations.

Ability to: Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; understand and apply electrical, electronic, circuit construction, and mechanical principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.)

ELEVATOR INSPECTOR II

In additional to knowledge and abilities required of the lower level:

Knowledge of: Electrical, electronic, circuit construction and mechanical principles as applied to the equipment inspected; hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers; ASME/ANSI (American Society of Mechanical Engineers /American National Standards Institute) safety codes and standards pertinent to the equipment inspected; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing, and investigation as related to the equipment inspected; personal safety practices; and report writing.

Ability to: Read, comprehend, interpret, apply and explain safety codes, standards and requirements pertinent to the equipment inspected; independently apply electrical, electronic, circuit construction, mechanical, and hydraulic principles to the equipment inspected; observe all personal safety practices; detect existing and potentially unsafe conditions and practices, and recommend corrective/preventive action; adhere to safety inspection and accident investigation requirements; and prepare clear and accurate inspection and accident reports.

Experience Requirement for both levels:

Applicants must have had progressively responsible experience of the kind and quality described in the statements below, or any equivalent combination of training and experience:

Applicants must demonstrate possession of the appropriate knowledge and abilities as described above. Such knowledge and abilities may be typically gained through:

1. Five (5) years of progressively responsible experience as an elevator mechanic; or
2. Satisfactory completion of 2 years of college coursework in mechanical and/or electrical engineering; or
3. Any comparable combination of mechanical or electrical trades training and/or experience as deemed acceptable by the National Association of Elevator Safety Authorities (NAESA) or any other organization accredited by ASME to certify qualified elevator inspectors.

License/Certification Required:

Must possess a valid State of Hawaii driver's license, Type 3.

For **Elevator Inspector II**, applicants must possess current certification as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397.

APPLICATION and SUPPLEMENTAL QUESTIONNAIRE MAY BE OBTAINED FROM
www.hawaii.gov/labor/jobs

or

**Department of Labor and Industrial Relations
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813**

Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm
Closed on State Observed Holidays

Submit completed Application and Supplemental Questionnaire to
Department of Labor and Industrial Relations, 830 Punchbowl St., Room 312,
Honolulu, HI 96813.

Mailed applications must be postmarked by midnight of closing date.

ELEVATOR INSPECTOR II (I), SR-21 (SR-19) - Oahu
Supplemental Questionnaire - Submit with Application

1. REQUIRED SUPPLEMENTAL QUESTIONS

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.

☐ I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?

☐ YES email address: _____

☐ NO Prefer hard copy by mail.

Elevator Inspector II (I) – Oahu, 12EI-03

Print Name **Signature** **Date**

An Equal Opportunity Employer

Name: _____

2. JOB LEVELS APPLYING FOR:

Indicate the level(s) for which you wish to be considered.

☐ Elevator Inspector I☐ Elevator Inspector II**3. PREREQUISITE KNOWLEDGE AND ABILITIES FOR BOTH LEVELS:**Do you possess **knowledge of:**

English; mathematics; basic electrical, electronic and circuit construction principles (e.g., voltage, current and resistance, series and parallel circuits, grounding); and basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effects of traction on ropes and sheaves; terminology used in the elevator industry; and various types of equipment, their uses and limitations.

Do you possess **ability to:**

Read, comprehend, interpret, apply and explain pertinent laws, rules, policies, procedures, codes, standards, and other requirements; understand and apply electrical, electronic, circuit construction, and mechanical principles; read architectural and installation drawings and circuit diagrams; prepare simple reports; understand and follow oral and written instructions, and instructions presented in diagrammatic or schematic form; communicate and work effectively with other; and perform basic mathematical calculations (addition, subtraction, multiplication, division, percentages, fraction, etc.)

☐ Yes ☐ No

If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information.

- A.** Describe your knowledge of electronic and circuit construction principles. What is the source of knowledge?
- B.** Describe your knowledge of basic mechanical principles as applied to structures, machines, pumps, mechanisms and the effect of traction on ropes and sheaves.
- C.** Describe the different types of equipment you've worked with.
- D.** Describe your experience in reading, comprehending, interpreting, applying and explaining laws, rules, policies, procedures, codes, and standards.
- E.** Describe how you applied electrical, electronic, circuit construction and mechanical principles.
- F.** Relate your experience in reading architectural and installation drawings and circuit diagrams.
- G.** Describe in detail your experience in preparing written reports and its purpose.
- H.** What kinds of diagrammatic and/or schematic have you worked with?
- I.** What kinds of mathematical calculations have you performed?
- J.** Any other information and experiences as it relates to the knowledge and abilities requirements.

Name: _____

4. PREREQUISITE KNOWLEDGE AND ABILITIES FOR ELEVATOR INSPECTOR II :

Do you possess **knowledge of:**

Electrical, electronic, circuit construction and mechanical principles as applied to the equipment inspected; hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers; ASME/ANSI (American Society of Mechanical Engineers /American National Standards Institute) safety codes and standards pertinent to the equipment inspected; applicable building, fire, electrical, and accessibility codes; principles and practices of safety inspection, testing, and investigation as related to the equipment inspected; personal safety practices; and report writing.

Do you possess **ability to:**

Read, comprehend, interpret, apply and explain safety codes, standards and requirements pertinent to the equipment inspected; independently apply electrical, electronic, circuit construction, mechanical, and hydraulic principles to the equipment inspected; observe all personal safety practices; detect existing and potentially unsafe conditions and practices, and recommend corrective/preventive action; adhere to safety inspection and accident investigation requirements; and prepare clear and accurate inspection and accident reports.

☐ Yes ☐ No

If Yes, on a separate sheet, identify each experience you would like us to consider and provide the following information.

- A.** Describe your knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping and buffers.
- B.** What is your knowledge of safety and accessibility codes and standards. How did you apply and enforce the codes and standards.
- C.** Relay your experiences in reading, comprehending, interpreting, applying and explaining laws, rules, policies, procedures, codes and standards.
- D.** Detail you knowledge of ASME/ANSI (American Society of Mechanical Engineers /American National Standards Institute) safety codes and standards pertinent to the equipment inspected. How did you apply these codes and standards?
- E.** Describe you knowledge of applicable building, fire, electrical, and accessibility codes.
- F.** What has been your experience with the principles and practices of safety inspections, testing and investigations as related to the equipment being inspected?
- G.** Describe your experience in detecting existing and potentially unsafe conditions and practices and the recommendation for corrective/preventative actions.
- J.** Any other information and experiences as it relates to the knowledge and abilities requirements.

Name:

5. LICENSE REQUIRED FOR BOTH LEVELS

Do you possess a valid State of Hawaii driver's license, Type 3?

☐ Yes ☐ NoIf **YES**, you must submit verification of your license**6. CERTIFICATION REQUIREMENT FOR ELEVATOR INSPECTOR II**

Do you possess a current certification as a qualified Elevator Inspector in accordance with the Hawaii Revised Statutes, Chapter 397?

☐ Yes ☐ NoIf **YES**, you must submit verification of your certification.**7. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ NoIf **Yes**, submit with your application.

- 8.** Supporting documents such as transcripts, driver's license, or professional licensure if applicable as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

☐ Supporting documents are attached.☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

Name: _____

9. How did you find out about this position? (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
 - ☐ University of Hawaii
 - ☐ Chaminade University
 - ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: _____

10. DOCUMENTS TO BE SUBMITTED

to the Department of Labor and Industrial Relations, Personnel Office

- ✓ Application for Civil Service Positions
- ✓ Supplemental Questionnaire
 - Attachments if applicable
- ✓ Supporting documents
 - Driver's License
 - Certifications (if applicable)
 - Transcripts (if applicable)